

Acknowledgement of Receipt

Acknowledgement of Receipt Coming Soon
July 10, 2026

It's important for district staff to understand their students' involvement in special programs in order to best support them as they work towards their measurable goals and outcomes. Some districts even require staff to sign off on applicable documentation for the students they work with to confirm they have received and reviewed the documents.

We have a new workflow on the way that will allow districts to configure which staff are responsible for acknowledging which forms and capture signatures from relevant staff, acknowledging they've received the documents. This new feature will be rolling out to districts on the PRO edition of SameGoal over the next several weeks.

This new "acknowledgement of receipt" feature will add the following functionality:

- Student teams
- Acknowledgement Required notifications
- Acknowledgement status
- Acknowledgement signature workflow
- Acknowledgement tracking

Student Teams

The student team for a student is a set of staff who work with that student who are responsible for reviewing relevant documentation for that student. Student team members will be required to acknowledge their receipt of certain completed documents.

There will be a new **Team** tab on a student's page where team members for a given student can be viewed by users with an educational interest in the student and updated by administrative users. Administrative users can also manage student teams via bulk load.

Documents

Deadlines

Programs

Team

Details

Basics

Student Team

Users that will be required to acknowledge their receipt of certain completed documents. Upon completion, the document owner will be prompted to grant view access to the document for these users.

Team Members

Abdullah Aadan (aaadan@example.com)

Rita Brooks (rbrooks@example.com)

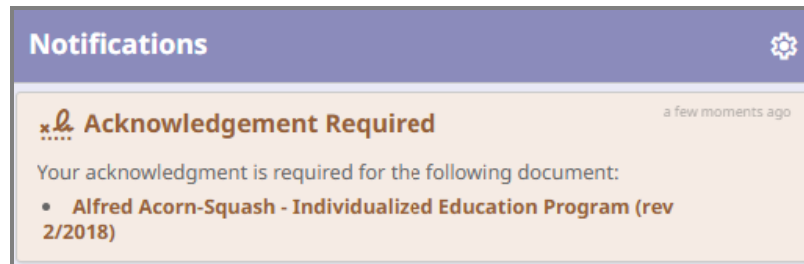
Add User

User:

Search a user...

Acknowledgement Required Notifications

Administrative users can control which forms (if any) will require acknowledgement by updating the form settings. When a form type requires acknowledgement, any time a document of that form type is marked complete, all student team members for the student will be sent an **Acknowledgement Required** notification.



If a user clicks on the link in the notification, they will be brought to the applicable document and will be prompted to electronically sign off to acknowledge their receipt of the document. If the user does not have access to the document, they will be prompted to request document access.

Tip Notifications will be sent each time a document is marked complete, so long as it is current (not historical). This means if a document is incompleted or amended, student team members will receive a new notification when the document is re-marked complete. Following a notification will bring the user to whichever completed document version triggered the notification.

Tip By default, all delivery methods are enabled for the **Acknowledgement Required** notification type, but notification preferences can be updated in notification settings.

Acknowledgement Status

If a given form type doesn't require acknowledgement, by default, student team members will not be required to acknowledge a document. Additionally, by default, users who are not part of the student team will not be required to acknowledge a document, even if acknowledgement is required for the form type.

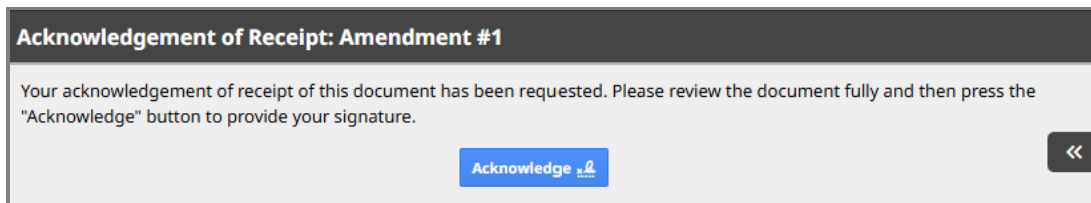
However, if a user is not required to acknowledge a document by default, the document owner may choose to update the collaborative team and change a user's acknowledgement status to **Required**. Any user with an acknowledgement status of **Required** will be sent an **Acknowledgement Required** notification upon document completion.

Update Collaborators		
Collaborative Team		
Collaborator	Access	Acknowledgment ⓘ
Aadan, Abdullah ⓘ	Can View ▼	Required ▼
Abubaker, Keith	Can View ▼	Required ▼
Brooks, Rita ⓘ	Can View ▼	Required ▼
Jones, Debra	Is Owner ▼	Not Required ▼

 **Tip** Before adding a user to a document as an acknowledger, they will first need to be granted access to the document.

Acknowledgement Signature Workflow

When acknowledging a document, there will be an **Acknowledgement of Receipt** panel at the bottom of the screen. Users can click on the **Acknowledge** button to add their signature.



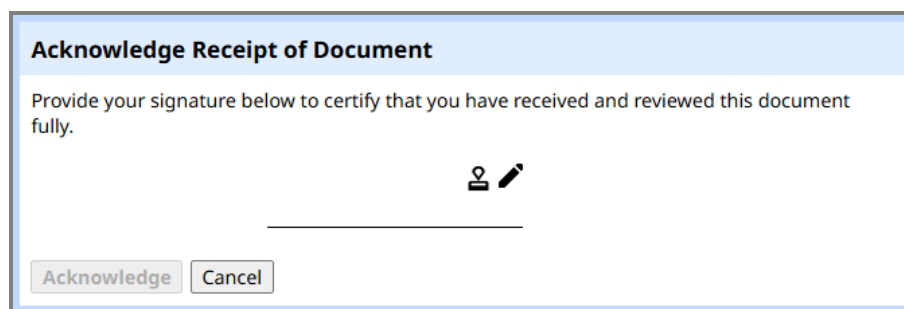
Acknowledgement of Receipt: Amendment #1

Your acknowledgement of receipt of this document has been requested. Please review the document fully and then press the "Acknowledge" button to provide your signature.

Acknowledge 

<<

Users can then electronically sign the way they would in any SameGoal document, including using a stored signature if they have one saved.



Acknowledge Receipt of Document

Provide your signature below to certify that you have received and reviewed this document fully.



Acknowledge **Cancel**

Tip Users may also choose to acknowledge a document even if they are not a required acknowledger by navigating to the Document History panel.

Tip Before acknowledging a document, a user will need to scroll to the bottom of the document in order to ensure they've fully reviewed it.

Acknowledgement Tracking

Acknowledgements are tracked directly in the Document History panel for a given document. Document History will show all required acknowledgers for a given document version, list their acknowledgement status, and display their signature if they've already acknowledged the document version. Anyone with at least view access to the document can access this information.

The screenshot shows the 'Document History' panel with a 'Document Events Only' filter. The 'Current version' is 'July 9, 2:37 PM'. Under the 'TODAY' section, a 'Document completed' event is listed for 'July 9, 2:34 PM' by 'Debra Jones'. The 'Acknowledged by:' section lists three users: 'Keith Abubaker' (Pending), 'Rita Brooks' (July 9, 2:36 PM, with a handwritten signature), and 'Erica Joya' (Pending). A '+ add acknowledger' link is at the bottom.

Document History	
Document Events Only ▾	
Current version July 9, 2:37 PM	
TODAY	
▼ Document completed ⋮	
July 9, 2:34 PM	
● Debra Jones	
Acknowledged by:	
● Keith Abubaker	Pending
● Rita Brooks	July 9, 2:36 PM
	
● Erica Joya	Pending
+ add acknowledger	

In addition to keeping records of acknowledgements in Document History, there is also an **Acknowledgements of Receipt** report that can be run to get a list of all requested acknowledgements and their statuses. This report can be found by going to **Reports > System**.

Tip This report can be made accessible to non-admin users. Administrative users will need to update user role permissions in order for the reports to be accessible to non-admin users. This report will only pull from documents the user running the report has access to.